



CITY OF BRIDGEPORT CONNECTICUT



The City of Bridgeport, Connecticut is now accepting resumes for the position of

DIRECTOR OF PUBLIC HEALTH

Salary: \$134,340.00 - \$147,771.00 (salary for this position is established per Bridgeport Municipal Ordinance 2.36, salary of selected candidate will be determined by the Mayor). This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

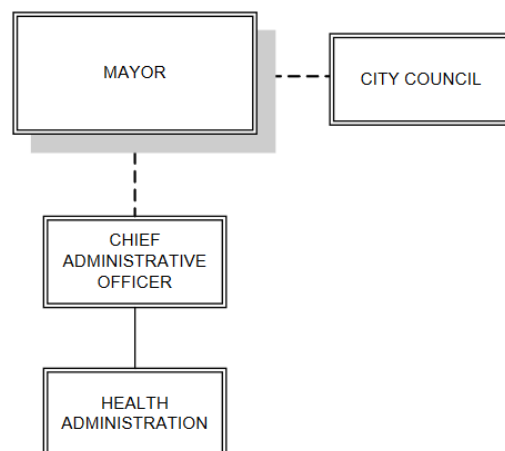
To Apply: Please mail, deliver or email a resume, a cover letter, three (3) professional references, to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, CT 06604 or by email to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Friday, April 23, 2021. (Any/all changes to this deadline shall be at the discretion of the City of Bridgeport).

Term of Appointment: The Director of (Public) Health shall hold office for the term of four years from the date of such appointment and until a successor is nominated and confirmed in accordance with C.G.S. Section 19a-200(a). Residency within the City of Bridgeport, Connecticut is preferred.

Municipal Profile

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.



DUTIES CHARACTERISTIC AS TO TYPE AND LEVEL:

Administrative and professional public health work directing the municipal health program, including responsibility for planning, directing, coordinating, and supervising all health services for safeguarding and improving the health of city residents. Under the general direction of the Mayor and/or the City Chief Administrative Officer (CAO), the Director of Health has all of the duties imposed by the General Statutes of the State of Connecticut Section 19a-200 and the Public Health Code, and other regulations of the State Department of Health services and Bridgeport local ordinances.

This department director level position involves various leadership roles and administrative responsibilities including selection, training and performance evaluation of subordinates, plus successful execution of departmental programs and projects. The incumbent directs Public Health and Social Service operations, maintenance, and programs through subordinate supervisors with assigned responsibility for specific aspects of Health. The incumbent works under the general direction of the CAO and must be capable of exercising independent judgment, demonstrating business acumen and sound technical knowledge to accomplish both municipal and program objectives.

TYPICAL TASKS OR ASSIGNMENTS:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Meet or otherwise collaborate with other departments or city administration, with other agencies, with agencies of Federal and State government and with significant individuals on the investigation and proposed or possible resolution of problems, on the initiation or planning of new programs and the expansion of existing wherever warranted.
- Meet with the chiefs or other staff members of the operating divisions, sections or projects of the department so as to provide direction to their respective programs and to consider changes in plans or operations which may reflect changes in public health needs, budgetary, staff or other changes.
- Attend meetings of public health and other relevant professional associations, including meeting with other directors of health both from Connecticut and from other states and territories to consider threats to the public health and ways to meet those threats as well as to consider how to deal with managerial, budgetary, legal and other administrative matters of public health importance.
- Develop classifications for new positions, request replacement of staff in existing position and new staff positions. Authorize requisitions for supplies and equipment and payment for services. Authorize request for grants funds.
- Develop applications for grant funds either directly to Health Department or for community agencies in programs in which the Health Department participates.
- Interview candidates for new position and decide on the appointment of key staff. Supervise and be responsible for the submission of all Health Department reports required by the Office of Human Affairs Commission, the Mayor, the State Department of Health Services, and other agencies who have a right to such reports.

MINIMUM QUALIFICATION REQUIREMENTS:

A Master's Degree in Public Health as a result of at least one year's training, including at least sixty hours in local public health administration, in a recognized school of public health, or a medical degree (M.D.) and eligibility for licensure in the State of Connecticut. A medical physician, board certification/eligible in an American Board of Medical Specialties (ABMS) with prior experience as a health director in a Connecticut municipality with a population of 80,000+ preferred or such combination of training and experience as meets the approval of the State Commissioner of Public Health.

- Knowledge of Municipal fiscal, budgetary and financial operations of government. Knowledge of theory, principles, practices, and techniques of public administration, including budgeting and financial planning, financial management, human resources, purchasing, risk management, operations management, and other general operational support services.
- Thorough knowledge of public health administration, policies and practices.
- Knowledge and understanding of state public health laws and regulations and their application at the local level.
- Knowledge of medical care in relations to infectious disease in terms of medical treatment and education and sociological strategies.
- Understanding of health prevention and risk reduction as it relates to children and families.
- Ability to recognize populations at risk for health problems and assist in the development of programs to meet such needs.
- Ability to analyze, interpret and explain proposed legislation and programs in terms of their implications and impacts on City programs, operations, and sources of revenue.
- Ability to operate flexibility within shifting political and operational constraints.

Licenses and Certifications:

- A valid Connecticut Driver’s License may be required for transportation between various sites.

Physical Demands:

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Needs to be able to operate equipment and machinery with some requiring rapid adjustments such as a computer keyboard and terminal, photocopier, and calculator.
- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Work may involve occasional outdoor fieldwork.
- Additional hours and attending meetings outside regular work hours may be required. Work environment is professional and both team and autonomy oriented. This position is impacted by urgent time deadlines due to various reporting and filing requirements. Additionally, there is a need to be able to shift attention before tasks are completed to be able to balance user demands, telephone, and other interruptions.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities, qualifications, physical, and cognitive which comprise this position. The above is intended to be a fair representation of the “typical” demands of the position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
 CIVIL SERVICE COMMISSION OFFICE
 45 LYON TERRACE, ROOM# 106